Department of Information Technology
Enterprise Resource Planning (ERP)
Quarterly Project Status Report
February 2, 2015

The project continues to move forward towards a July 2015, Phase 1 (Finance) launch. The highlights of the activities that occurred October 1, 2014 through December 31, 2014 and the plans for the next quarter are listed below:

Budget: Project is on budget. Actual FY2015 Spend: $945,056 representing 37% of the FY2015 budget. Actual Life-to-Date Spend: $2,366,142 which is 37% of total budget. Use of project contingency funds is anticipated to support additional data validation efforts and backfill of City staff as a result of the recent audit findings in the invoice investigation announced in December 2014. Over the next quarter, staff will also assess observed impacts and may recommend additional project funding to Finance Committee during the FY2016 Capital Budget process. The goal is to maintain the current project schedule.

Schedule: Phase 1 (Financial) is in the software configuration and interface development stage while Phase 1A (Revenue and Business License) is in the analysis and design stage. The overall project is currently on track and on schedule. Project completed: 35%.

Accomplishments: The Budget module went live on November 11, 2014 to support the preparation of the FY2016 Operating Budget. Over 80 employees were trained on the Budget module over twelve half-day sessions, an ERP internal website was created with training and communications materials, and live technical support is now available to assist City staff. The project team continued Phase 1 (Financial) design and testing and Phase 1A (Revenue and Business License) requirements gathering and process analysis this period.

Next Quarter's Planned Activities: Project team will continue to support the Budget Module throughout the FY2016 Operating Budget process, including Budget Reporting and Budget Packages that will be used for department budget review by Finance, City Manager and City Council. ERP project communication roadshows will begin across City departments to build awareness of the upcoming Phase 1 and Phase 1A launch. Focus continues on Phase 1 data conversion, set-up, and training, as well as system set-up and trainings for Phase 1A modules. System interface development and testing activities continue to centralize various City and department data into the ERP system.

Issues: The recent audit findings as part of the invoice investigation announced in December 2014 is expected to have an impact on the project. Six additional positions are being requested to support data validation and staff backfill in order to launch the Phase 1 (Financial) module on-time. As a result of these increased staffing costs, use of project contingency funds will be necessary and additional funding may be needed in future phases of the project. Staff will return to Finance Committee with recommendations should additional funding be required.

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Financial Summary Report
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A	B	C	D	E	F
Expense Category	Adopted Budget	FY 2015 Expenses to Date	Total Life-to-Date Expenses	Project Balance as of 12/31/14 [3] (B - D)	Percentage of Budget Spent
Expenses					
Personnel [1]	$2,185,203	$333,813	$909,421	$1,275,782	42%
Services & Supplies					
Equipment - Hardware	$167,000	$50,109	$110,077	$56,923	66%
Contract Services - Tyler Technologies	$2,986,435	$498,258	$1,211,021	$1,775,414	41%
Contract Services - Professional Svcs	$237,085	$62,067	$134,758	$102,327	57%
Project Contingencies	$839,277	$0	$0	$839,277	0%
Internal Services	$0	$809	$865	-$865	-100%
Total:	**$6,415,000**	**$945,056**	**$2,366,142**	**$4,048,858**	

Note: (1) Personnel costs include both City and temporary agency staff costs.

(2) FY 2014 expenses adjusted from $1,000,993 on 7/28/14 Finance Committee report due to additional postings as part of year-end closing.

(3) Project balance as of 12/31/14 reflects all charges in PeopleSoft as of 1/20/15 query, however, no purchasing card charges for December have posted yet.
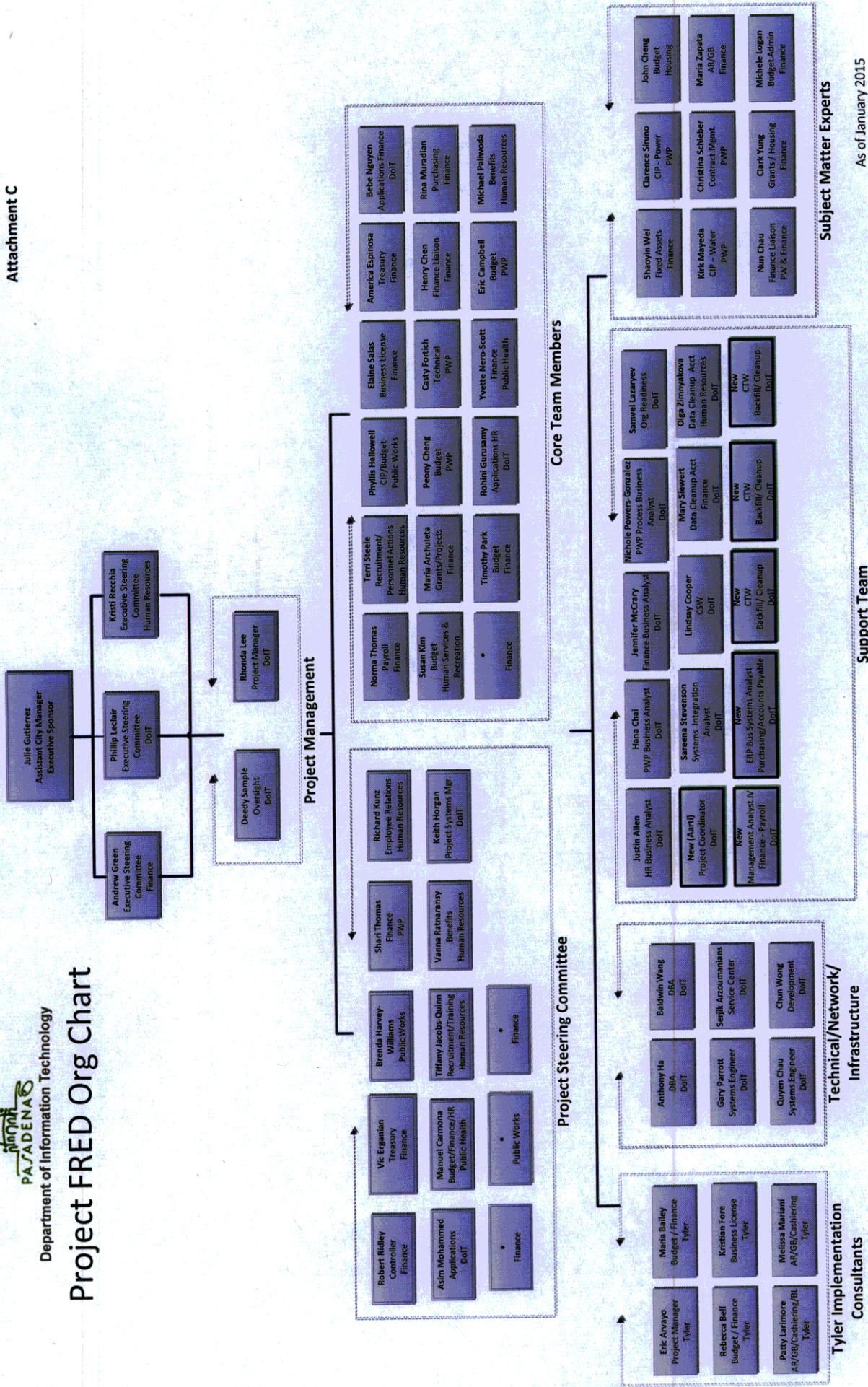
(4) Summary of expenses by fiscal year:

FY 2013:	$112,302	
FY 2014:	$1,308,785	
FY 2015:	$945,056	thru 12/31/14
Total:	$2,366,142	

PASADENA

Department of Information Technology

Project FRED Org Chart

Julie Gutierrez
Assistant City Manager
Executive Sponsor

Andrew Green — Executive Steering Committee — Finance
Phillip Leclair — Executive Steering Committee — DoIT
Kristi Recchia — Executive Steering Committee — Human Resources

Project Management

Deedy Sample — Oversight — DoIT
Rhonda Lee — Project Manager — DoIT

Project Steering Committee

- Robert Ridley — Controller — Finance
- Asim Mohammed — Applications — DoIT
- * — Finance
- Vic Erganian — Treasury — Finance
- Manuel Carmona — Budget/Finance/HR — Public Health
- * — Public Works
- Brenda Harvey-Williams — Public Works
- Tiffany Jacobs-Quinn — Recruitment/Training — Human Resources
- * — Finance
- Shari Thomas — Finance — PWP
- Vanna Ratnaransy — Benefits — Human Resources
- Richard Kunz — Employee Relations — Human Resources
- Keith Horgan — Project Systems Mgr. — DoIT

Core Team Members

- Norma Thomas — Payroll — Finance
- Susan Kim — Budget — Human Services & Recreation
- * — Finance
- Terri Steele — Recruitmen/ Personnel Actions — Human Resources
- Maria Archuleta — Grants/Projects — Finance
- Timothy Park — Budget — Finance
- Phyllis Hallowell — CIP/Budget — Public Works
- Peony Cheng — Budget — PWP
- Rohini Gurusamy — Applications HR — DoIT
- Elaine Salas — Business License — Finance
- Casty Fortich — Technical — PWP
- Yvette Nero-Scott — Finance — Public Health
- America Espinosa — Treasury — Finance
- Henry Chen — Finance Liaison — Finance
- Eric Campbell — Budget — PWP
- Bebe Nguyen — Applications Finance — DoIT
- Rina Muradian — Purchasing — Finance
- Michael Paliwoda — Benefits — Human Resources

Support Team

- Justin Allen — HR Business Analyst — DoIT
- New (Aarti) — Project Coordinator — DoIT
- New — Management Analyst IV — Finance – Payroll — DoIT
- Hana Chai — PWP Business Analyst — DoIT
- Sareena Stevenson — Systems Integration Analyst — DoIT
- ERP Bus Systems Analyst — Purchasing/Accounts Payable — DoIT
- Jenifer McCrary — Finance Business Analyst — DoIT
- Lindsay Cooper — CSW — DoIT
- New — CTW — Backfill/ Cleanup — DoIT
- Nichole Powers-Gonzalez — PWP Process Business Analyst — DoIT
- Mary Siewert — Data Cleanup Acct — Finance — DoIT
- New — CTW — Backfill/ Cleanup — DoIT
- Samvel Lazaryev — Org Readiness — DoIT
- Olga Zinnyakova — Data Cleanup Acct — Human Resources — DoIT
- New — CTW — Backfill/ Cleanup — DoIT

Technical/Network/ Infrastructure

- Anthony Ha — DBA — DoIT
- Gary Parrott — Systems Engineer — DoIT
- Quyen Chau — Systems Engineer — DoIT
- Baldwin Wang — DBA — DoIT
- Sefjk Arzoumanians — Service Center — DoIT
- Chun Wong — Development — DoIT

Tyler Implementation Consultants

- Eric Arvayo — Project Manager — Tyler
- Rebecca Bell — Budget / Finance — Tyler
- Patty Larimore — AR/GB/Cashiering/BL — Tyler
- Maria Bailey — Budget / Finance — Tyler
- Kristian Fore — Business License — Tyler
- Melissa Mariani — AR/GB/Cashiering — Tyler

Subject Matter Experts

- Shaoyin Wei — Fixed Assets — Finance
- Kirk Mayeda — CIP – Water — PWP
- Nun Chau — Finance Liaison — PW & Finance
- Clarence Siruno — CIP – Power — PWP
- Christina Schieber — Contract Mgmt. — PWP
- Clark Yung — Grants / Housing — Finance
- John Cheng — Budget — Housing
- Maria Zapata — AR/GB — Finance
- Michele Logan — Budget Admin — Finance

As of January 2015